



# Instructions for Completing the ANNUAL FACILITY REPORT For Active Solid Waste Facilities Reporting Year 2019



Complete all four pages of the Annual Facility Report (AFR) form to identify recycling and waste management activities at your facility for the calendar year (January 1 – December 31). Write only in the fields provided. If more space is needed to complete a section, attach additional pages and note on the last page of the form how many additional pages are attached. Detailed section by section instructions are provided below. Submit the completed signed report to NHDES no later than March 31 following the reporting year. Keep a copy of the completed report in the facility's operating record.

You may obtain a copy of the NH Solid Waste Rules, Env-Sw 100 et seq., via [www.des.nh.gov](http://www.des.nh.gov) or by contacting the NHDES Public Information Office at (603) 271-8876.

## **SECTION 1 (Page 1) – Facility Identification**

**Facility Name:** The name of the facility as listed on the facility's permit.

**Physical Street Address:** The physical location of the facility. Do NOT provide a PO Box address.

**Town/City:** The municipality in New Hampshire where the facility is located.

**Permit Number:** The solid waste permit number that is listed on the facility's solid waste permit. This number typically starts with "DES" or "DPHS."

## **SECTION 2 (Page 1) – Permittee Information**

**Name:** The individual or entity to whom the permit is issued.

**Mailing Address, Town/City, State, ZIP Code:** The address that the permittee uses to receive mail.

**Email Address:** A current and frequently checked email address of the permittee. This is optional.

**Daytime Phone Number:** The daytime telephone number of the permittee with area code.

## **SECTION 3 (Page 1) – Contact Person**

This section is optional; however, information provided assists NHDES with resolving questions related to the AFR.

**Name:** The name of the person to whom NHDES' questions about the report can be directed. This person may be different than the person who is signing in Section 15.

**Job Title:** The job or position title of the contact person.

**Affiliation:** The name of the company or municipality for which the contact person works.

**Email Address:** A current and frequently checked email address of the contact person. This is optional.

**Daytime Phone Number:** The daytime telephone number of the contact person with area code.

## **SECTION 4 (Page 1) – Facility Status**

Provide the operating status of the facility.

- If the facility operated all year (January 1-December 31), check the "Operated the entire calendar year" box.
- If the facility did not operate any time during the year, check the "Did not operate in the calendar year" box.
- If the facility operated for part of the year, check the "Operated part of the calendar year only" box and provide the dates the facility did operate.

## **SECTION 5 (Page 1) – Facility Status – Operating Landfills Only**

To be completed only for active landfills, that is, landfills that are actively accepting and burying wastes. Provide the estimated remaining life of the landfill in years and the estimated remaining permitted capacity in cubic yards as of December 31, 2019. Also, attach a brief summary of facility inspections and maintenance activities that took place at the landfill during the calendar year.

## **SECTION 6 (Page 2) – Facility Operator Information**

Provide the name, certificate number and expiration date of all solid waste facility operators that worked at the facility during the calendar year. If an operator had “Processed Applicant” status at the end of the year, write “Processed Applicant” in the Certificate Number box. Also, indicate whether each listed operator was working at the facility as of December 31. If more than five operators were employed at the facility during the calendar year, attach an additional page using the same format as this section.

## **SECTION 7 (Page 2) – Waste and Recyclables Received & Shipped**

In the first table, titled “Type of Waste,” check the boxes of the solid waste types that the facility received and/or shipped during the calendar year. If the facility received a solid waste type that is not listed, specify the waste type in the “Other” box(es). **Note:** Universal Wastes and Used Oil are included in Section 11, so do not enter them here.

Waste type definitions can be found in Env-Sw 100. For the purposes of this report, the various waste types are described as follows:

- **Ash:** Ash received at the facility from outside sources only.
- **Asbestos:** Asbestos and asbestos-containing materials such as asbestos vinyl tiles, asbestos shingles and asbestos pipe insulation.
- **Bulky Waste:** Large items that cannot be handled by normal solid waste processing, collection or disposal methods, such as appliances, furniture, mattresses, large auto parts, tires and tree stumps.
- **Construction & Demolition (C&D) Debris:** Non-asbestos building material, and rubble resulting from the construction, remodeling, repair or demolition of structures or roads, including for example:
  - bricks, concrete and other masonry materials;
  - wood, wall coverings, plaster, dry wall;
  - plumbing, fixtures, non-asbestos insulation and roofing shingles;
  - asphaltic pavement and glass;
  - plastics that are not sealed in a manner that conceals other wastes and electrical wiring; and
  - components incidental to any of the above and containing no hazardous liquid or metals.

The term does not include asbestos waste, garbage, corrugated container board, electrical fixtures containing hazardous liquids such as fluorescent light ballasts or transformers, furniture, appliances, tires, drums and containers, and fuel tanks.

- **Contaminated Soil:** Soil containing any regulated contaminant (see Env-Or 600), other than naturally occurring substances at naturally occurring or background levels, at a concentration that has the potential to adversely affect human health or the environment. This includes petroleum (e.g., gas, oil) impacted gravel, sand, silt, and clay.
- **Electronic Waste:** Includes computer monitors, laptops, cathode ray tubes (CRTs), liquid crystal displays (LCDs), plasma and LCD televisions, printers, cellphones, copiers, fax machines, and video-display media players/recorders (e.g., DVD players, VCRs) and other electronic devices being discarded.
- **Food Waste:** Food waste collected separately from other waste types. Food wastes include vegetable matter, bakery products, vegetable oils, dairy and dairy byproducts, and meat and meat byproducts.
- **Infectious Waste:** Any waste which, because of its infectious nature, may cause or significantly contribute to an increase in mortality or an increase in serious irreversible or incapacitating reversible illness; or pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, disposed of or otherwise managed. Typically includes waste generated from a medical facility.
- **Municipal Solid Waste or “MSW”:** Refers to a variety of non-hazardous waste generated at residences, commercial or industrial establishments, and institutions, commonly referred to as “trash” or “refuse.” Excludes C&D debris, automobile scrap and other motor vehicle waste, infectious waste, asbestos waste, contaminated soil and other absorbent media, yard waste, hazardous waste, universal waste, used oil, and ash sources other than household stoves.
- **Recyclable Materials:** Materials that can be used to produce marketable goods, including clear and colored glass, aluminum, ferrous and nonferrous metal containers (excludes scrap metal), plastics, corrugated cardboard and paper.

- **Scrap Metal:** Bits and pieces of metal parts, bars, rods, sheets, or wire or metal pieces that may be combined together with bolts or solder, for example, radiators, aluminum window frames, lawn furniture, pipes and fittings.
- **White Goods:** Discarded household appliances, including clothes washers and dryers, stoves, microwaves, refrigerators, freezers, dishwashers and air conditioners.
- **Other:** Any solid waste that does not fit into one of the types listed above.

If you received both bulky wastes and white goods and shipped them together, check both waste type boxes.

In the second table, titled “Quantity of Waste,” provide the quantity of non-recyclable waste and recyclables received and shipped, in tons. Non-recyclable wastes are wastes sent for disposal at a landfill or incinerator. Recyclables are those materials sent to a recycling facility, such as a materials recovery facility, or directly to market for reuse. If quantities are in units other than tons, use the [conversion chart](#) located online to estimate tonnages.

For Quantity of Waste Received:

From NH Sources  
+ From Out-of-State Sources  
Total Received

For Quantity of Waste Shipped:

To NH Destinations  
+ To Out-of-State Destinations  
Total Shipped

**Note:** Facilities that only weigh waste when it is shipped offsite may have the same tonnages in the Waste Received and Waste Shipped columns if there is no storage onsite as of December 31.

**SECTION 8 (Page 2) – Estimated Quantity of Waste Stored at the Facility as of December 31**

To be completed by non-landfill facilities. Provide the quantity of wastes and recyclables the facility has onsite as of December 31. If the facility had a waste and/or recyclables pick-up on December 31, then the quantity may be zero. If the facility didn’t have a waste and/or recyclables pick-up on December 31, then there most likely would be a quantity of waste stored onsite as of December 31. To estimate tonnages, use the [conversion chart](#) located online.

**SECTION 9 (Page 3) – Bypass and Residual Waste**

Provide the quantity of bypass waste, residual waste and/or leachate that the facility generated and shipped to in-state and out-of-state destinations during the calendar year.

- **Bypass waste** is any waste delivered to a facility that cannot be processed or treated by the facility and must be diverted to another facility for proper handling. The term includes downtime waste, excess waste, unsuitable waste and accumulated waste. Examples of bypass wastes are tires or banned electronic waste removed prior to waste incineration, or bulky goods such as mattresses removed from C&D debris before processing, or MSW that cannot be incinerated because of a temporary shutdown of the incinerator.
- **Residual waste** is solid waste remaining after processing, treatment or disposal of solid waste or as a by-product of processing or treatment or disposal of solid waste, including leachate, decomposition gases and waste-derived products not certified for distribution and use pursuant to Env-Sw 1500. Examples of residual wastes are ash that is generated from incineration, or C&D fines with no market value generated during processing of C&D debris. A separate line is provided for the residual waste leachate because leachate is traditionally measured by volume (e.g., gallons).

**SECTION 10 (Page 3) – Facilities Producing Certified-Waste Derived Products**

To be completed by facilities that produce certified waste-derived products, including processing/treatment facilities and transfer stations. Complete the table by providing a list of all of the waste-derived products that were produced in the calendar year, the quantity produced, the quantity that was distributed for use, and the estimated quantity stored at the facility as of December 31. Waste-derived products include, but are not limited to, processed glass aggregate, alternative daily cover at landfills, and manufactured topsoil.

Following completion of the table, check the first box if the permittee or duly authorized representative CAN certify that all waste-derived products distributed by the facility for use met the applicable standards for distribution and use. See Env-Sw 1500 and the waste-derived product certification for specifications and restrictions.

Check the second box if the permittee or duly authorized representative CAN NOT certify that all waste-derived products distributed by the facility for use met the applicable standards for distribution and use. If checking the second box, attach a detailed explanation for the situation and the actions that were taken to remedy the problem.

#### **SECTION 11 (Page 4) – Other Activities Taking Place at the Facility**

This section is optional. Check all of the boxes identifying non-solid waste types accepted and managed at the facility and other activities that took place at the facility in the calendar year. Solid waste types are listed in Section 7.

#### **SECTION 12 (Page 4) – Summary and Assessment of Environmental Monitoring**

Some permittees are required to conduct environmental monitoring at their facility. Monitoring may include, but is not limited to, groundwater testing, gas monitoring in enclosed buildings, and/or odor surveys. Review your operating plan and permit if you are uncertain about your environmental monitoring obligations. Complete this section by checking the appropriate box(es) and, if applicable, provide the additional information required.

#### **SECTION 13 (Page 4) – Public Benefit Discussion**

Some New Hampshire solid waste facilities are required by their permit to demonstrate how they are providing a benefit to the citizens of New Hampshire. A demonstration of public benefit is not applicable to permit-by-notification facilities or facilities with a permitted service area limited to New Hampshire communities. All other permit holders should review their facility permit to determine if it contains public benefit requirements. If the facility permit does not contain public benefit requirements, check the first box. If the facility permit contains public benefit requirements, check the second box and attach a discussion on how facility operations satisfied the public benefit requirements of the permit and RSA 149-M:11,XI.

#### **SECTION 14 (Page 4) – Compliance Certification**

Before completing this section, NHDES recommends conducting a self-inspection of the facility using the [self-inspection checklists](#) available on NHDES' website or your own inspection checklist(s).

If the facility is in compliance with a listed requirement, check the appropriate box in the "Yes" column. If the facility is not in compliance with a listed requirement, check the appropriate box in the "No" column and attach a proposed schedule for achieving compliance. If a requirement is not applicable to your facility, check the "N/A" box. For example, if your facility does not accept Used Oil, check the "N/A" box for the line "Env-Hw 807 for the management of Used Oil."

#### **SECTION 15 (Page 4) – Signature**

While any individual may fill out the AFR, only the permittee or a person "duly authorized" to sign for the permittee may sign the form. Typically, a duly authorized person has the authority to sign a contract on behalf of the permittee such as a Department of Public Works Director, a Town Manager, or a Company Director. If signature authority is granted by the permittee to a consultant or contractor, please include a copy of the authorization.

Note the number of attached pages in the space provided, if any.



**6. Facility Operator Information (Env-Sw 1105.13(c))**

Name	Certificate Number	Expiration Date	Still Working at Facility as of December 31?
1. See Attached		/ /	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.		/ /	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.		/ /	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.		/ /	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.		/ /	<input type="checkbox"/> Yes <input type="checkbox"/> No

Additional Facility Operator Information is attached to this Annual Facility Report.

**7. Waste and Recyclables Received & Shipped (Env-Sw 1105.13(e), Env-Sw 1105.13(f))**

**Type of Waste**

**Note:** Universal Wastes and Used Oil are included in Section 11, so do not enter them here.

<input checked="" type="checkbox"/>	Ash	<input type="checkbox"/>	Electronic Waste	<input type="checkbox"/>	Scrap Metal
<input type="checkbox"/>	Asbestos	<input type="checkbox"/>	Food Waste	<input type="checkbox"/>	White Goods
<input checked="" type="checkbox"/>	Bulky Waste	<input type="checkbox"/>	Infectious Waste	<input type="checkbox"/>	Other:
<input checked="" type="checkbox"/>	C&D Debris	<input checked="" type="checkbox"/>	Municipal Solid Waste	<input type="checkbox"/>	Other:
<input checked="" type="checkbox"/>	Contaminated Soil	<input type="checkbox"/>	Recyclable Materials	<input type="checkbox"/>	Other:

**Quantity of Waste**

Quantity of Waste Received		Quantity of Waste Shipped	
Non-Recyclable Waste Received:		Non-Recyclable Waste Shipped:	
From NH Sources	26,795.08 tons	To NH Destinations	tons
From Out-of-State Sources	10,767.91 tons	To Out-of-State Destinations	tons
Total Received	37,563 tons	Total Shipped	tons
Recyclables Received:		Recyclables Shipped:	
From NH Sources	tons	To NH Destinations	tons
From Out-of-State Sources	tons	To Out-of-State Destinations	tons
Total Received	tons	Total Shipped	tons

**8. Estimated Quantity of Waste Stored at the Facility as of December 31, 2019 (Env-Sw 1105.13(i))**

Type of Waste	Quantity Onsite as of Dec. 31	Type of Waste	Quantity Onsite as of Dec. 31
Ash	tons	Municipal Solid Waste	37,563 tons
Asbestos	tons	Recyclable Materials	tons
Bulky Waste	337 tons	Scrap Metal	tons
C&D Debris	941 tons	White Goods	tons
Contaminated Soil	2,107 tons	Other:	
Electronic Waste	tons	Other:	
Food Waste	564 tons	Other:	
Infectious Waste	tons	Other:	

**9. Bypass and Residual Waste (Env-Sw 1105.13(g))**

**Note:** Please refer to the instructions for definitions of bypass waste and residual waste.

Waste	Total Quantity Generated	Quantity Shipped to NH Destination(s)	Quantity Shipped to Out-of-State Destination(s)
Bypass Waste	tons	tons	tons
Residual Waste	tons	tons	tons
Leachate	4,795,889 gallons	4,795,889 gallons	gallons

**10. Facilities Producing Certified Waste-Derived Products (Env-Sw 1105.13(h))**

Type of Waste-Derived Product Produced	Quantity Produced	Quantity Distributed for Use	Estimated Quantity Stored at Facility as of December 31
	tons	tons	tons

I certify that all waste-derived products distributed by the facility for use met the applicable standards for distribution and use pursuant to Env-Sw 1500.

OR

I CAN NOT certify that all waste-derived products distributed by the facility for use met the applicable standards for distribution and use pursuant to Env-Sw 1500, and have attached a detailed explanation of the situation and actions taken or being taken to remedy the problem.

**11. Other Activities Taking Place at the Facility**

<input type="checkbox"/>	Burn Pile	<input type="checkbox"/>	Refrigerant Removal	<input type="checkbox"/>	Swap Shop
<input checked="" type="checkbox"/>	Food Waste Composting	<input type="checkbox"/>	Leaf & Yard Waste Composting	<input type="checkbox"/>	Other:
<input type="checkbox"/>	Used Oil Collection	<input type="checkbox"/>	Sharps Collection	<input type="checkbox"/>	Other:
<input type="checkbox"/>	Used Oil Burner: EPA ID No. NHD				
Universal Waste Collection					
<input type="checkbox"/>	Antifreeze	<input type="checkbox"/>	Batteries (Rechargeable)	<input type="checkbox"/>	Fluorescent Lamps
<input type="checkbox"/>	Batteries (Automotive)	<input type="checkbox"/>	Cathode Ray Tubes (CRTs)	<input type="checkbox"/>	Mercury-Containing Devices

**12. Summary and Assessment of Environmental Monitoring (Env-Sw 1105.13(j))**

- None required and none undertaken.
- None required, but environmental monitoring was undertaken voluntarily. A summary and assessment of the environmental monitoring is attached.

Environmental monitoring is required by this facility's permit and/or the Solid Waste Rules. A summary is:

Attached to this report; or

Provided in the following documents previously submitted to NHDES as indicated below:

**Date Submitted**

**Title of Document**

**Type of Monitoring**

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**13. Public Benefit Discussion (Env-Sw 1105.13(k))**

- Permit does not include a public benefit condition. No discussion is required.
- Permit includes a public benefit condition. A discussion is attached to this report.

**14. Compliance Certification (Env-Sw 1105.13(l) or Env-Sw 1105.13(m))**

I certify that the facility is in compliance with the requirements of the following:

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>		The facility's current operating plan.
<input type="checkbox"/>	<input type="checkbox"/>		All terms and conditions of the facility's permit.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Env-Sw 900 for asbestos, ash, contaminated soils, infectious waste, and/or tires.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Env-Hw 1100 for the management of Universal Wastes.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Env-Hw 807 for the management of Used Oil.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Env-A 1000 for the operation of a burn pile.

If you checked "No" to any of the above, attach an explanation and proposed schedule for achieving compliance.

**15. Signature (Env-Sw 1105.13(o))**

*By signing below, I affirm that the material and information submitted in this report is correct and complete to the best of my knowledge and belief, and that I am the permittee or a person duly authorized to sign for the permittee.*

\_\_\_\_\_  
Signature of Permittee or Duly Authorized Individual

\_\_\_\_\_  
Date

Marc Morgan  
\_\_\_\_\_

Solid Waste Manager  
\_\_\_\_\_

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

This report contains \_\_\_\_\_ attached pages.